

Proposal Review Committee  
January 15, 2010  
Statewide Benefits Office  
Duncan Building, Ste. 320, Dover, Delaware

The Proposal Review Committee met on January 15, 2010 at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Statewide Benefits  
Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Finale Uptegrow, OMB, Statewide Benefits  
Ann Skeans, OMB, Statewide Benefits  
Carolyn Berger, Supreme Court via conference call  
Wendy Brown, DHSS  
Julian Woodall, Department of Insurance  
Lori Christiansen, Controller General  
Vernard Wilkerson, Department of Finance  
Barbara Bennett, State Treasurer's Office  
Dennis McCann, Aon Consulting via conference call  
Gabe Rozengarten, Aon Consulting via conference call

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 9:04 a.m.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve the minutes from the January 6, 2010 meeting of the Proposal Review Committee (PRC). A motion was made by Ms. Brown and seconded by Ms. Bennett. The minutes were approved with unanimous voice vote.

**Discussion of Employee Assistance Program RFP**

Ms. Lakeman requested a motion to move into executive session for discussion of best and final offers and follow up items submitted by finalists and to complete score sheets for services specific to the Employee Assistance Program RFP. Ms. Berger made the motion and it was seconded by Ms. Brown. The PRC moved into Executive Session at 9:10 a.m. Upon conclusion of Executive Session the PRC moved back into the public meeting at 9:51 a.m.

A calculated total of scoring for each finalist was announced publicly. The scoring was announced as **HMS: 660 points; Deer Oaks: 652 points; Value Options: 625 points**. Based on the scoring a motion to recommend contract award to HMS for a 3 year initial term with 2 one-year option renewals was made by Ms. Christiansen and seconded by Mr. Wilkerson. The recommendation was approved by unanimous voice vote.

With no further business a request to adjourn the meeting was made by Ms. Lakeman. A motion to adjourn was made by Ms. Brown and seconded by Ms. Bennett. Upon unanimous voice approval, the meeting was adjourned at 10:00 a.m. Please note there were no public attendees.

Respectfully submitted,

Finale Uptegrow  
Management Analyst III